

# 0 180 Application Process

- The JB2 Form 0-180 is a local form used to properly background screen contractors/visitors/vendors/employees on to JBPHH/annexes.
- This form takes up to 10 duty days for approval.
- This form may be used for NOAA's foreign national access requests with Steve Gallagher as the sponsor.



# Attention to the Dept of the Navy

**TO: Department of the Navy  
Naval Facilities Engineering Command, Pacific  
1250 South Drive, Bldg 3455  
Pearl Harbor, HI 96818**



# From Box – Insert the Sponsor's Name and Address

**FROM:** (Sponsor/Organization & Address)  
Steven Gallagher, Site Manager  
NOAA IRC  
1845 Wasp Blvd., Bldg 176  
Honolulu, HI 96818



# Time and Place

<b>BADGE EXPIRATION DATE</b> (must be 1 year or less)	<b>DAYS/HOURS WORKED/VISITING</b> (Example: Daily/All Hours/Mon-Sat/ 0630-2000, etc. (Limit the daily all hours) <b>Mon-Fri</b> <b>0600-1800</b>	<b>PLACE OF PERFORMANCE</b> (Example: Commissary/BX/Onizuka Village Housing/C- 17 Hangar to include Building Number and appropriate Annex of JBPHH) <b>NOAA IRC – BLDG 176</b>
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# Justification

**JUSTIFICATION:** 1 (one) year pass required for performance of official duties. Applicant(s) are members of the Pacific Islands Regional Collaboration Team. or Applicant is a distinguished NOAA affiliate who will be a guest speaker at the IRC for a Sanctuaries event on \_\_\_\_\_. Please email the short term pass to [leslie.kiriakos@noaa.gov](mailto:leslie.kiriakos@noaa.gov). They will require access to the IRC on \_\_\_\_\_. or Applicant is a foreign national who possesses all required NOAA and DOC clearances to enter the IRC facility. Please notify requester, \_\_\_\_\_, once the passes have been approved.



# Personnel/Visitor Listing

PERSONNEL/VISITOR LISTING								
Last Name	First Name	MI	DOB	Place of Birth	SSN/Driver's License # or State ID #	Citizenship	Gender	Naturalization or Passport #
(Ex:) Smith	John	A	4 Jan 1966	Winnville, MD	123-45-6789 HI 123456789	USA	M	N/A



# Requester/Sponsor

REQUESTER NAME:	Leslie Kiriakos, NOAA IRC Facilities	Phone & Fax No: E-mail	(808) 725-6224/ Leslie.kiriakos@noaa.gov
Sign Sponsor's Name:		Date:	(Day you originally signed form)
Print Sponsor's Name:	(MILITARY SPONSOR/CONTRACT ADMINISTRATOR AND UNIT/WORK CENTER) Steven Gallagher, NOAA IRC Site Manager	Phone/ E-mail:	(808) 725-6222/ Steven.gallagher@noaa.gov
JBPHH/JB2 Form 0-180 1 AUGUST 2011			



# Submission of the O 180

- Once you have filled out the O 180, attach the appropriate checklist and required forms.
- Gold Cards require a checklist form and corresponding documents.





# Submission of the 0 180

- Before submitting the forms, make a copy for your records.
- Bring hard copies to Leslie Kiriakos for Courier Delivery Service on Tues/Thurs by 1:30 PM.
- If you need to deliver the form immediately, take the form to JBPHH Pass and ID office
- Upon entering, there is a pedestal kiosk – click the correct button for the type of request you are submitting and wait for them to call your number.



# Approval Process

- Gold Cards – Once approved the Pass and ID office will contact the requester via phone.
- Short Term Pass requests for distinguished NOAA affiliates - Once approved, a PDF document will be sent via Email to the sponsor with the Special Event Pass(es).
- Short Term Pass requests for NOAA contractors, vendors or student interns - the Pass and ID office will contact the sponsor via email.



# Picking up Passes

- Approved applicants must pick up their passes within 30 days of notification of approval.
- The JBPHH Pass and ID office disposes of the pass requests after 30 days.
- Note: Vendors must pick up their passes 24 hours prior to the date on the pass.

